

# Application Form

## Arts Projects Program

Council Policy requires that an application be submitted by May 1, 2007 to be considered for fiscal year 2008 funding. Each project must be submitted on a separate form. Before preparing the application, please read the preceding guidelines and application instructions. An Acknowledgment will be sent to you indicating receipt of your application. If you haven't received this acknowledgment by June 1, 2007, contact the Council offices at 517/241-4011. Authorized by Executive Order 1991-21. Application must be typed.

applicant name & address

project/activity title (use the same title as in section 3)

### Application fee

Index: 23000 Comp Obj: 1795

Applicants must provide a non-refundable fee of \$300 or three percent of the grant request, whichever is less. For example, three percent of \$10,000 is \$300. This fee is subject to legislative change.

A check in the amount of the application fee must be returned with this application.

Make Check payable to:

**The State of Michigan.**

*Staple the check to this page*

Cash payment is not accepted.

#### Enter grant request

\$ \_\_\_\_\_

#### Multiply by 3%

\$ \_\_\_\_\_

#### Application Fee

\$ \_\_\_\_\_

(not to exceed \$300)

For MCACA Staff use only

Control # 08 PP \_\_\_\_\_

received ☐ on time ☐ late

/ /

#### Items received

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> App form | <input type="checkbox"/> Att 6  |
| <input type="checkbox"/> Att 1    | <input type="checkbox"/> Att 7  |
| <input type="checkbox"/> Att 2    | <input type="checkbox"/> Att 8  |
| <input type="checkbox"/> Att 3    | <input type="checkbox"/> Att 9  |
| <input type="checkbox"/> Att 4    | <input type="checkbox"/> Att 10 |
| <input type="checkbox"/> Att 5    | <input type="checkbox"/>        |

#### Envelopes

- |   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> original                 | <input type="checkbox"/> copy 1 |
| <input type="checkbox"/> copy 2                   | <input type="checkbox"/> copy 3 |
| <input type="checkbox"/> documentation 1 (Att 10) |                                 |
| <input type="checkbox"/> documentation 2 (Att 10) |                                 |
| <input type="checkbox"/> documentation 3 (Att 10) |                                 |

## Section 1: Cover Page, Project Summary

Please limit your response to the space provided below.

Grant funds are requested for...

### Components - Select one component

☐ Dance ☐ Design ☐ Literature ☐ Media ☐ Multidisciplinary

Museums: ☐ Art ☐ Children Museums / Science Centers ☐ Heritage / Historical

☐ Folk Arts ☐ Opera/Musical Theater ☐ Theater ☐ Visual Arts

Music: ☐ Chamber ☐ Choral/Vocal ☐ Jazz/Blues/Folk ☐ Orchestra/Band ☐ Ethnic/World

### Cover Page, Project Financial Summary – Figures from Section 5, Project Budget

Cash match --from line 20

Total revenue --from line 19

Total expenses --from line 34

SECTION 2: APPLICANT INFORMATION		
Applicants legal name		telephone
other common name	website (URL)	
official mailing address		
city, state & zip code		office hours
authorizing official or board designee (can not be same as proj. dir.)		title
board chairperson		title
address		
city, state & zip code		county name and code
federal I.D. number	status code	institution code
date organized	number of paid staff	hours of operation
U.S. Representative		district number
State Senator		district number
State Representative		district number
Applicant's primary discipline code	Grantee race code	

SECTION 3: PROJECT INFORMATION		
project director (contact person{cannot be same as auth. off.})		title
address		city, state & zip code
business telephone & hours		home telephone & hours
fax number		email address
project/activity title		<div>start date</div> <div>end date</div>
activity's primary discipline code	project race/ethnicity code	
type of activity code	arts education code	project descriptor
project primary county code(s) ----- enter all that apply		

## SECTION 4: SUMMARY INFORMATION

### Section 4a: Budget Summary (use the figures from Section 5; Projected Budget)

total earned revenue from line 4	total cash revenue from line 17	total cash expenses from line 32	
total unearned revenue from line 15	total in-kind support from line 18	total in-kind expenses from line 33	
cash match from line 20	total revenue from line 19	total expenses from line 34	Council request from line 16

### Section 4b: Project Participation Summary

(this information should represent your projections and estimates for the entire grant period)

Total number of Michigan artists participating	Total paid to Michigan artists
Total number of artists participating	Total paid to artists
Total number of individuals benefitting	Total number of youth benefitting
Total number of new hires	Total number of employees

### Section 4c: AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Circle one

Are your facilities and PROGRAMS accessible to persons with disabilities? Y N

Are accessibility issues included in your organization's long range plans? Y N

Has an ADA evaluation of your organization's facilities and programs been conducted? Y N

If yes give date completed:\_\_\_\_\_

Are staff members informed and trained in access issues Y N

Please provide the name and title of the designated staff person responsible for ADA Compliance.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## SECTION 5: PROJECTED BUDGET

The budget must balance. Total revenues (line 19) must equal total expenses (line 34) The amount of in-kind support (line 18) must equal in-kind expenses (line 33) Round all budget figures to the nearest whole dollar. Budget figures must be itemized in Attachment #2, including all payments to artists.

Applicant Name:		
<b>REVENUES-----Earned</b>	<b>CASH</b>	<b>IN-KIND</b>
1. Admissions		
2. Contracted services		
3. Other		
4. Total earned revenue add lines 1,2 & 3. copy the total to Section 4a		
<b>REVENUES-----Unearned</b>		
5. Corporate support		
6. Foundation support		
7. Other private support		
8. Federal support		
9. Regional support		
10. Local government support		
11. Other unearned revenue		
12. Applicant cash		
13. Sub-total unearned revenue add lines 5 -through- 12		
14. State support -not from Council		
15. Total unearned revenue add lines 13 & 14. copy the total to Section 4a		
16. MCACA grant request amount Copy to Section 4a		
17. Total cash revenue add lines 4, 15 & 16. copy the total to Section 4a		
18. Total in-kind support -from line 33 Copy the total to Section 4a		
19. Total revenues add lines 17 & 18. copy the total Section 4a		
20. Cash match add lines 4 & 13. copy the total to Section 4a		

**SECTION 5: PROJECTED BUDGET continued**

Applicant Name:

EXPENSES	CASH	IN-KIND	MCACA dollars
21. Administrative employees			
22. Artistic employees			
23. Technical/production employees			
24. Artistic fees/services -non-employee			
25. Other fees/services - non-employee			
26. Space rental			
27. Travel			
28. Marketing, publicity & promotion			
29. Other expenses			
30. Capital expenses - acquisitions			
31. Capital expenses - other			
32. Total cash expenses    add lines 21 through 31. copy the total to Section 4a			
33. Total in-kind expenses    add lines 21 through 31. copy the total to line 18 and to Section 4a			
34. Total expenses                    add lines 32 & 33. copy the total to Section 4a			

**As part of Attachment #2** – provide a detail itemization / explanation for each figure in the budget, on both the revenue side and the expense side. Itemize each budget figure by identifying the individual dollar amounts, that when added together, equal the amount you reported in your projected budget.

You must indicate the source for revenue figures or the use for expense figures, for every itemized figure.

The itemized figure for payments to all artists must identify by name the artist, or groups of artists, who will be paid and their fee. (Instead of listing the names of artists, or group of artists', you may substitute the type and number of artists to be paid and their fees.) Be sure the total amount to be paid to artists is itemized.

The itemization must explain every dollar listed in the budget. Figures broken down in the itemization must match the figures entered on a particular budget line. The budget must be complete. The budget must be typed. The budget numbers must be rounded to the nearest whole dollar (do not include cents).

The budget must balance:    **Total cash revenues (line 17) must equal total cash expenses (line 32)**  
**Total in-kind support (line 18) must equal total in-kind expenses (line 33)**  
**Total revenues (line 19) must equal total expenses (line 34).**

The budget must be accurate and should contain no mathematical errors.

# Economic Assessment

The Michigan Council for Arts and Cultural Affairs is gathering measurable baseline information, from all fiscal year 2008 applicants and grant recipients, from which the economic “return on investment” in arts and cultural grants may be accurately assessed. A formal annual report of our findings, combined with other data, will be issued. It is the Council’s expectation this information will assist those making the case for the importance of continued investment in the arts and culture of our great state. Please carefully review and complete this form, providing accurate and realistic responses, to the very best of your ability.

3a) Please select the economic outcomes that you feel your project addresses.

- ☐ **Job Creation**    ☐ **Cultural Tourism**    ☐ **Capital Investment**    ☐ **Revenue Generation/Leveraging**  
☐ **Other** \_\_\_\_\_

3b) Key Predictors of Economic Outcomes

1: What is the amount of your projected FY 2008 payroll, with fringe benefits? \_\_\_\_\_

2: What is the total amount of this grant request going toward that payroll, include fringe benefits? \_\_\_\_\_

3: What is your organization’s total number of employees for FY 2008? \_\_\_\_\_

Year round: Full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_ Volunteers? \_\_\_\_\_

Seasonal: Full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_ Volunteers? \_\_\_\_\_

4: Estimate the number of new hires you will create for the entire organization. \_\_\_\_\_

a) How many of these will be generated specifically for this project? \_\_\_\_\_

b) For this project how many will be full-time? \_\_\_\_\_ b) how many part-time? \_\_\_\_\_

5: Will your organization lose, and not replace, current employees? ☐ yes ☐ no

If yes, how many? \_\_\_\_\_

6: How many tourist visits your organization annually? \_\_\_\_\_ For this project only? \_\_\_\_\_

(A tourist is defined as someone who drives 50 or more miles, one way, to reach your activity)

7: Does your organization track tourist’s overnight stays associated with your activities? ☐ yes ☐ no

If yes, how many overnight stays are you predicting for FY 2008? \_\_\_\_\_

8: Is your organization planning to make any capital investments in FY 2008? ☐ yes ☐ no

If yes, what is the projected amount? (\$) \_\_\_\_\_

9: **Below**, please list the other groups or organizations that your organization has collaborative agreements with, such as advertising, tours/visits, ticket discounts, parking, hotel/motel/B&B packages, restaurants etc.

Organization	Type of Collaboration
_____	_____
_____	_____
_____	_____
_____	_____

3C) Please attach a description (no more than one page) of how your project will address the outcomes you selected in 3a).

## SECTION 7: ASSURANCES

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under-representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

- 1 Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
- 2 Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
- 3 Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant gives assurances to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

☐ This application was approved by the governing board on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ This application is scheduled to be approved by the governing board on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ If the application has not yet been approved by your governing board, notify the Council of the action taken as soon as possible.

☐ If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

### **Authorized Official: (Cannot be the Project Director)**

This signature assures the State of Michigan that the applicant will comply with the laws of the State of Michigan and all aspects of the Michigan Council for Arts and Cultural Affairs guidelines, including the prohibition on displays of sex acts, depictions of flag desecration, and displays of human wastes on religious symbols.

Name (typed) \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature \_\_\_\_\_

## SECTION 8: ATTACHMENT CHECKLIST

All sections of the Application form must be completed. Check the boxes below to ensure that all sections of the form have been completed. Your original application and three copies (totaling 4) must be submitted to MCACA. **The deadline for application MCACA Fiscal Year 2008 programs is May 1, 2007.**

- |                                    |                       |
|------------------------------------|-----------------------|
| <input type="checkbox"/> Section 1 | Cover Page            |
| <input type="checkbox"/> Section 2 | Applicant Information |
| <input type="checkbox"/> Section 3 | Project Information   |
| <input type="checkbox"/> Section 4 | Summary Information   |
| <input type="checkbox"/> Section 5 | Projected Budget      |
| <input type="checkbox"/> Section 6 | Economic Assessment   |
| <input type="checkbox"/> Section 7 | Assurances            |
| <input type="checkbox"/> Section 8 | The Checklist         |

### ATTACHMENTS

Indicate which attachments are enclosed by checking the corresponding box. Each page of each attachment must be labeled and numbered on the top right corner as follows:

Attachment # \_\_\_\_\_, Page # \_\_\_\_\_, Organization \_\_\_\_\_

Four copies of Attachment #1 through #9, and three sets of Attachment #10 must be submitted.

#### Enclosures

- |   |  |
|---|--|
| <input type="checkbox"/> Attachment #1  | Proposal Narrative   |
| <input type="checkbox"/> Attachment #2  | Budget Itemization   |
| <input type="checkbox"/> Attachment #3  | Organizational History                                       |
| <input type="checkbox"/> Attachment #4  | Proof of Tax Exempt Status                                   |
| <input type="checkbox"/> Attachment #5  | List of Governing Board members                              |
| <input type="checkbox"/> Attachment #6  | Project Director's Resume or Bio                             |
| <input type="checkbox"/> Attachment #7  | Letters of Support (as many as ten, but no fewer than three) |
| <input type="checkbox"/> Attachment #8  | Resume(s) or Bio(s) of Key Decision-makers                   |
| <input type="checkbox"/> Attachment #9  | Resume(s) or Bio(s) of Key Artists                           |
| <input type="checkbox"/> Attachment #10 | Documentation  |

### PACKAGING

Indicate that all application materials have been correctly packaged and labeled by checking the boxes below. Application materials should be placed in an envelope and labelled as follows.

- |  |  |  |  |   |
|--|--|--|--|---|
| <input type="checkbox"/> Envelope #1<br>"Original" | <input type="checkbox"/> Envelope #2<br>"Copy 1" | <input type="checkbox"/> Envelope #3<br>"Copy 2" | <input type="checkbox"/> Envelope #4<br>"Copy 3" | <input type="checkbox"/> Envelope #5<br>"Documentation"<br>Attachment #10 |
| Application Form                                   | Application Form                                 | Application Form                                 | Application Form                                 |   |
| Attachment #1                                      | Attachment #1                                    | Attachment #1                                    | Attachment #1                                    |   |
| Attachment #2                                      | Attachment #2                                    | Attachment #2                                    | Attachment #2                                    | <input type="checkbox"/> Envelope #6<br>"Documentation"<br>Attachment #10 |
| Attachment #3                                      | Attachment #3                                    | Attachment #3                                    | Attachment #3                                    |   |
| Attachment #4                                      | Attachment #4                                    | Attachment #4                                    | Attachment #4                                    |   |
| Attachment #5                                      | Attachment #5                                    | Attachment #5                                    | Attachment #5                                    |   |
| Attachment #6                                      | Attachment #6                                    | Attachment #6                                    | Attachment #6                                    | <input type="checkbox"/> Envelope #7<br>"Documentation"<br>Attachment #10 |
| Attachment #7                                      | Attachment #7                                    | Attachment #7                                    | Attachment #7                                    |   |
| Attachment #8                                      | Attachment #8                                    | Attachment #8                                    | Attachment #8                                    |   |
| Attachment #9                                      | Attachment #9                                    | Attachment #9                                    | Attachment #9                                    |   |

#### Application Fee

(Make check payable to  
State of Michigan)

**Staple your check to the front page of the application form and place in envelope number 1.**